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M I N U T E S

OTR STAFF MEETING

T u e s d a y
13 Jul 54

Document No. 0116

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: WJ

Attendance: Not Recorded.

1. Reorganization of OTR:

Mr. Baird discussed the proposed reorganization of OTR. He emphasized the fact that this reorganization would not effect the present grade structure and he indicated that Mr. [REDACTED] would become the head of the Basic Intelligence School. He also indicated that Mr. [REDACTED] would become the head of the Operations Training School with three deputies, namely, Mr. [REDACTED] of Headquarters Training of Field Training, and Mr. [REDACTED] of Covert Training. Dr. [REDACTED] were named as heads of the Intelligence School and the External Language and Area Training School respectively.

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2. Internal Staff Meetings:

The Director of Training emphasized his previous request that internal staff meetings would be held and information would be disseminated to all employees of the Office of Training. Division and Staff Chiefs would use some discretion on "secret" matters discussed by the DTR.

3. Deadlines on POI and Course Catalogs:

Reference was made to established deadlines for completion of POI and Course Catalog items, and Mr. Baird stated that priority would be given to the completion of the OTR catalog.

4. Courses of Action re Inspector General's Recommendations:

Mr. [REDACTED] referred to some of the recommendations made by the Inspector General to DCI and both [REDACTED] stated that they were already taking steps to implement these recommendations.

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5. Survey of CIA by General Mark Clark:

Mr. Baird briefly referred to the pending visit of inspection by General Clark and briefed the staff on information received earlier in the week from DD/A.

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6. Presentation on Instructional Services Staff by [REDACTED]

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Mr. [REDACTED] presented the functions, objectives, and briefly discussed the problems of the Instructional Services Staff.

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